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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Logistics Office

DATE: 23 December 1953

FROM : Acting Chief, Technical Review Staff

SUBJECT: Weekly Activity Report

1. General.a. O & M Service Survey of DD/P Logistics Functions.

This item is completed.

2. Projects and Studies in Process.a. Development of Technical Review Procedures and Operating Policies (continued item)

No change.

3. (5) Major Objectives.a. Review of Logistics Office Organizational Elements (continued item)

- (1) A total of 21 conference hours were required to review the work program of the Logistics Personnel Office. Administrative Staff currently is engaged in rewriting the work program for the Personnel functions in accordance with changes agreed upon.
- (2) Because of leave schedules for Administrative Staff personnel, further review of this element will be postponed until 28 December 1953.

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IO/TRS/JAS:ae (23 Dec. 1953)

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